

2014 Election Checklists

Election Authorities:

- ✓ **Review** election packet from MEC
- ✓ **Review** *Candidate Declaration* form
- ✓ **Complete** *Notice to Candidate* with candidate (give candidate copy of completed form along with *Guide to Ethics Laws 2014*)
- ✓ **E-file** candidate list with MEC within 48 hours of close of filing for candidacy
- ✓ **Track** your candidates required to file a Personal Financial Disclosure (PFD)

Candidates:

- ✓ **File** *Candidate Declaration* with election authority
- ✓ **E-file** Personal Financial Disclosure (PFD) with MEC if required
- ✓ **Register** for training
- ✓ **Form & Register**, if required, campaign finance committee with appropriate filing officer(s)
- ✓ **File** campaign finance reports as required, see [Deadlines & Reminders](#) specific to your election date



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PFD Candidate Deadlines

Dates	April 8, 2014 (General Municipal Election)	August 5, 2014 (Primary Election)
Closing date for filing for candidacy	January 21, 2014	March 25, 2014
14 day deadline	February 4, 2014	April 8, 2014
21 day deadline	February 11, 2014	April 15, 2014

MEC Penalty if not filed by due date:

14 day deadline ➡ \$10 per day late fee thereafter

21 day deadline ➡ late fees, disqualified as candidate & removed from ballot

DISCLAIMER: If subdivision has a conflict of interest ordinance on file with MEC & filing deadlines are not met, penalties (if any) are assessed by the subdivision according to its ordinance.

PFD Time Period Covered

Incumbent Candidate or Candidate who is also an annual filer:
time period covered is from Jan 1 of previous calendar year to closing date for candidacy:

Apr 8, 2014 Election:

Jan 1, 2013—Jan 21, 2014

Aug 5, 2014 Election:

Jan 1, 2013—Mar 25, 2014

New Candidate or Candidate who is not also an annual filer:
time period covered is for the 12 months before closing date for candidacy:

Apr 8, 2014 Election:

Jan 21, 2013—Jan 21, 2014

Aug 5, 2014 Election:

Mar 25, 2013—Mar 25, 2014

Annual filers are due May 1 for time period covered of Jan 1 2013—Dec 31, 2013. *Watch mail in late January for notice & instruction for e-filing.*

Newly appt or employed filers are due within 30 days of appt/hire date for time period of calendar year before start date.

Annual filers & those newly appointed or employed must file for **each** year (or portion of a year) for which they hold a position that requires the filing of a PFD.

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Training News

Campaign finance webinars have started and attendance has been fantastic! We will be adding more online times for **Record-Keeping and Reporting** in addition to a third session, **PFD for Candidates**, & will be including some evening times as well.

Watch our website for the most current [training schedule](#), in-

cluding online webinars and regional trainings. If you are a candidate or treasurer for any committee, we strongly encourage you to **register & attend!**

COMING SOON: We are excited to soon be releasing our newest resource, **Year at a Glance**. Designed specifically for political subdivisions in calendar format, it

provides an overview of the yearly duties and responsibilities required with the MEC along with a general idea on the timing of these actions. MEC will be mailing copies to subdivisions registered with our office.

View our newest edition of [MEC Highlights!](#) regarding expenditures made to independent contractors.

Lobbyist Reminders

- **Lobbyist Renewal due Jan 6th to be active for 2014.**
- **Verify current registration** info by logging-in to [lobbyist e-file](#) system.
- **List of Principals and Legislative Action Report:** This is a bi-annual report. Due March 15 and May 30 of each year & filed with MEC. Include general description of proposed legislative action which the lobbyist (or lobbyist principal) supported or opposed.
- **FAQ: What is a lobbyist expenditure?** Money spent (or solicited) for public official, their staff or family or for a group. See [Lobbyists FAQs](#) for more information.



Campaign Finance Reminders

Candidates must **update election date** in order to accept new contributions by filing an [Amended Statement of Committee Registration](#). Also make sure address, phone numbers and email addresses are up-to-date.

An individual contributor's **employer** is required for all contributions over \$25. If the contributor is self-employed list their **occupation**.

Pre-plan and pay for expenses directly rather than **reimburse** someone. If unavoidable, must be specific about what was purchased, where it was purchased, and for what purpose.

Committee **bank account** must be held in the name of the committee. Last name of candidate has to be in committee name.

If a committee makes an **expenditure to an independent contractor** (business or individual who contracts with the committee to provide a particular service or services) must supplement the expenditure made by completing "Expenditures to Independent Contractors" section. For more information see [MEC Highlights!](#)

Avoid the use of cash.

View more resources on [2014 Candidate Central](#).

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**The January Quarterly Report is due from all committees Jan 15 (include activity thru Dec 31).
The April Quarterly Report is due from all committees April 15 (include activity thru Mar 30).**

Have you filed your PFD?

Annual Filers: May 1st deadline for filing is fast approaching!!

If your name was submitted to our office by a political subdivision (ex: state agency, county, city, board, school district, etc.) as a **person required to file a Personal Financial Disclosure (PFD) statement** because of a position you held in 2013 with that subdivision,

then **you must file your PFD by 5:00 pm on May 1, 2014** (or post-marked by April 30, 2014). Time period covered is from Jan 1, 2013 - Dec 31, 2013 (or portion of year that you served).

NOTE: If you are **also a candidate in the Aug 5, Primary Election**, your deadline is 5:00 pm on **April 8, 2014** (or post-marked by April 7, 2014); and your time period covered is from Jan 1, 2013 - Mar 25, 2014.

☞ See [PFD Flyer](#) for more info.

► E-File your PFD

1. Complete [PFD E-File Account Request](#)
2. Upon receipt of your MEC Online ID & Password (sent to the email address provided), log-in to the [Personal Financial \(PFD\) E-Filing System](#)
3. Submit the requested information for yourself, your spouse and any dependent child(ren).

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If PFD not timely filed, penalties apply!
(including late fees, disqualification as a candidate, etc.)

Political Subdivisions Reminder...

Verify that your designated required filers (annual and candidate) have submitted their PFD statements:

1. Go to our website
2. Log into the [Political Subdivision Filing System](#) (use your political subdivision's log-in information...**HINT** your MEC Online ID begins with the letter "S" for subdivision)
3. View the filing status of your required filers

Lobbying Report Due

List of Principals & Legislative Action—due May 30

Avoid common reporting errors:

- ⇒ Only one report is required per principal; any one of multiple lobbyists that are registered to lobby on behalf of a principal may report for that principal.
- ⇒ Must include general description of the proposed action; may provide the bill number but must also include brief description of the bill.
- ⇒ Report includes the lobbying of any action by an official agency, board or commission of state government (ex: if lobbying the head of a state agency, that action is reportable).

E-Filers TIP

Your campaign finance committee's MEC Online ID & Password is **different** from your log-in information for the PFD e-filing system.

Campaign Finance Committee's MEC Online ID begins with the letter "C" or the letter "A".

PFD Filer's MEC Online ID begins with the letter "F".

You will not be able to log-in without using the correct log-in specific to that e-filing system.



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Training News

Training is going strong, thank you to all that have attended!

As of the end of this quarter, we have had approx. **390** attendees, either attending an in-person training or an online webinar. That's fantastic!

We also want to send a special "Thank You" to the county clerks and BOEC Commissioners that have volunteered to host a New Candidate Training in their area.

We appreciate all that you do to make these trainings successful.

Candidates...if you haven't already been to a training session, we have many more opportunities coming up, view our [Training Schedule](#) to see where we will be next and/or to register for an online webinar.

We've also added a **new feature** on our training page...[Training Survey](#). We want to hear from

you regarding any training method you have participated in, (ex: tutorial, in-person, webinar, etc.). This is a great opportunity for you to provide feedback and also help us continuously improve our materials. It's only 10 questions and takes only a few minutes to complete.

Don't forget to **watch** the [tutorials](#) on the website, another great way to learn about campaign finance requirements.

Local Election Authorities Reminder...

Make sure to check that your electronic filers have amended their [Statement of Committee Organization](#) with their new election date & office sought if running in 2014. If an individual has a candidate committee formed for a specific office, make sure they filed for that office. If they did not, they must amend or terminate the committee.



Campaign Finance Disclosure Reminders...

E-Filers: The [Statement of Committee Organization and the Electronic Filing Agreement](#) (including if filing amended versions) must be filed in their **original form** with original signatures (no fax or e-file filings accepted).

Update future election date and office sought by filing an [Amended Statement of Committee Organization](#); include *Amended Electronic Filing Agreement* if changing treasurer/deputy treasurer.

Business cards used for campaign purposes are considered printed material, see [Campaign Materials Identification Requirements \(Paid-for-by\) Brochure](#) .

The **48 Hour Report of Contribution of \$5,000** is required for a contribution (incl loan) received over \$5,000. It must be filed within 48 hours of receipt and filed electronically. Local filers filing on paper with their local election authority need to register committee, establish e-filing account with MEC and file the report, within 48 hours to avoid late fees.

To aid in recording and importing contributions and loans received, itemized expenditures all over \$100, and contributions made, filers can use the **Import Function** in the e-filing system. View [Excel Template](#), [Import Function Tutorial](#) and [Import Specifications](#).

Time period covered for a limited activity report is from the day after the last report was filed (or date committee was formed) through closing date for this report. The **time period covered for a full disclosure report** is from the day after the *last full disclosure report* (or date committee was formed) through closing date for this report (not last limited activity report).

Continuing (PACS) and Political Party Committees report for the current calendar year. Remember to begin the committee's totals for receipts, expenditures and contributions made at zero (\$0.00) for 2014. The ending report totals for Money on Hand and Indebtedness are brought forward each reporting period for the life of the committee.

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Political Subdivision Reminders

Annual Operating Budget

In order to identify persons required to file a Personal Financial Disclosure (PFD) statement, political subdivisions must confirm whether their Annual Operating Budget (AOB) is:

- Over \$1 million; or
- \$1 million or under

Conflict of Interest Ordinance/Resolution

If you do not adopt (or re-adopt) a conflict of interest ordinance or resolution, ALL elected, appointed, and decision making personnel, as well as candidates, are required to file a PFD.

If you do adopt a new ordinance (or re-adopt your current ordinance), the deadline is **Sept 15th**. The ordinance must be adopted (or re-adopted), every two years, at an open meeting. A certified copy must be mailed to MEC within 10 days of the adoption (or re-adoption).

See [§105.485 RSMo](#) for minimum ordinance requirements. In addition to the minimum requirements, consider including the following:

- Penalties for late filing, failing to file or follow ordinance, etc.
- Filing requirements for candidates.

View [Year At A Glance](#) 

E-file AOB

Starting Wed, July 2nd, through Fri, August 1st, go to our website at www.mec.mo.gov, and:

1. **Log into the [Political Subdivision E-filing System](#)** (use your political subdivision's log-in information)
2. **Update subdivision contact information** (if necessary)
3. **Confirm your AOB** (you will receive email confirmation)

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Tips & Reminders

Campaign Finance

REPORTING TIPS

The **48 Hour Report of Contribution over \$5,000** is for a single contribution or loan received in an amount over \$5,000 from a single contributor at one time, not multiple contributions/loans that total over \$5,000.

Campaign signs from a prior election can be reused. Record and report as an in-kind contribution received and assign a fair market value. As long as the proper [paid for by disclaimer](#) was correct when the signs were paid for, they can be used with no changes.

Candidates that are unopposed in the August 5th primary, must still keep track of all contributions received and expenditures made for that election. Remember, if the thresholds for forming a committee, specific to your candidate type, have been met, you must form a committee by **July 6th**.

View [Deadlines & Reminders for Aug 5 & Nov 4, 2014 Elections](#), for additional reporting requirements, including the reports required to be filed within 24 or 48 hours.

Aug 5th Election REPORTS DUE

July Quarterly Report - Due July 15—Report activity through June 30.

8 Day Before Election Report* - Due July 28—Report activity through July 24.

30 Day After Election Report* - Due Sept 4—Report activity through Aug 30.

*Only required if made contributions or expenditures (spent or incurred money) for the election.

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Training News

Second quarter numbers are in! There were 21 New Candidate Trainings hosted by various county clerks, board of election commissioners and MEC throughout Missouri. Over 400 people attended these in-person trainings.

We held 35 online webinars (with more scheduled) with almost 300 attendees. That's approximately

725 candidates, treasurers and others that participated in training for the 2014 Election season!

We also presented at 15 different events and conferences, with 500 more attendees, for a grand total of over 1,200 people the MEC had the opportunity to meet and speak with this year.

Our **thanks** to all the hosts that invited us to your event, and to every-

one that attended, we enjoyed meeting you!

Please feel free to **contact us** if you would like for us to speak to your group. View our [Guide to Training & Resources](#) for topics.

Thank you! 

Use of Public Funds (§115.646 RSMo)

No contribution or expenditure of public funds* can be made directly by any officer, employee or agent of any political subdivision **to advocate, support, or oppose any ballot measure or candidate for public office.** This does not prohibit any public official of a political subdivision from making public appearances or from issuing press releases concerning any such ballot measure.

*Public funds are moneys belonging to government or any department of it in the hands of public officials (MEC Advisory Opinion [2003.07.105](#)). See other MEC Advisory Opinions on Use of Public Funds—[1996.04.126](#) and [1996.03.123](#).

Ex: Use of the office copier, fax, paper, computers, printers, email, etc.

Direct Expenditure E-filer Tip

A direct **Expenditure Made to Support or Oppose a Candidate or Ballot Measure** is an expenditure that has been made, mostly by continuing (political action/PAC) or political party committees, to support or oppose a candidate or ballot measure. No money was given to the candidate or campaign committee, the money was paid directly to the vendor.

E-FILERS: The expenditure is initially recorded in the *Expenditures Made* section for the total amount paid and then more detail given in the *Expenditure Made to Support or Oppose a Candidate or Ballot Measure* section, reflecting the total amount paid and then providing more information about the candidate or ballot measure supported or opposed.

However, if the recipient has **coordination or consultation**, etc., they report as an In-Kind Contribution received AND the maker reports as an Expenditure Made, supplementing with Expenditure Made to Support/Oppose information AND as an In-Kind Contribution Made (Ex: PAC working with candidate to pay for/place advertisement in support of candidacy).



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ATTN Candidates:

Starting with the **October Quarterly Report**, your receipts, expenditures and contributions will begin at zero for the general election cycle. Money on hand and indebtedness will continue to carry over.

View [Deadlines & Reminders for Aug 5 & Nov 4, 2014 Elections](#) 

CAMPAIGN FINANCE DISCLOSURE

In addition to the October Quarterly Report (due Oct 15), the following reports may need to be filed for the Nov 4 General Election:

- **8 Day Before Election Report** only required if spent money (made contributions or expenditures (whether paid or incurred)) for that election
- **30 Day After Election Report** only required if: 1) spent money (made contributions or expenditures (whether paid or incurred)) for that election; or, 2) if debt is more than \$1,000; and, if required, must be filed before taking office. 30 Day After may be filed early for those candidates that take office before the report is due (Dec 4th), the ending date will be the day before taking office.

Also, candidates cannot take office until all disclosure reports have been filed. If unsuccessful, and have more money on hand than debt, terminate the committee. If more debt than money on hand, can convert to [Debt Service Committee](#) (may only accept contributions to pay off debt, no other activity).

Upcoming Reports

October Quarterly—
due from all committees
by Oct 15th (time period
thru Sept 30)

Review [Upcoming Dead-
lines & Reminders for
Aug 5 & Nov 4, 2014
Elections](#) for other elec-
tion specific reports due

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2015 Election News

**ATTN: Officials Accepting Declarations of Candidacy:
Packets for 2015 Elections coming in October.**

- ▶ **Review the packet**—includes instruction letter, 2015 Guide to Ethics Law, PFD forms (AOB >\$1mil) & Notice to Candidate.
- ▶ **Review your Candidate Declaration form**—may include wording that candidate has no outstanding campaign finance reports due from prior elections.
- ▶ **Remember, §130.071 RSMo** prohibits candidates from taking office until all reports are filed.

Be sure to discard all old election materials!

Political Subdivisions

Beginning **November 15, 2014**, political subdivisions (if annual operating budget (AOB) over \$1 million) will be able to [electronically](#) submit their list of required annual Personal Financial Disclosure (PFD) filers to MEC (password information will be sent in November).

Upon logging in to the [Political Subdivision e-File system](#), both last year's annual filers and last year's candidates will be displayed. Carefully review each section, update each filer, and remove those no longer required to file. Reminder: if an annual filer held the position at any time in 2014, that person is required to file for the time period served.

Each subdivision must notify those people whose names have been submitted. They are required to file their PFD by May 1, 2015 (earlier if a candidate).



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NEW Searches

Non-Committee Expenditure Search

The Non-Committee Expenditure Report is used by individuals, businesses, and groups, not defined as a committee, who make expenditures totaling \$500 or more in support of or in opposition to candidates or ballot measures. These reports are filed on paper with MEC and scanned for viewing. View [When to Form & Register a Committee Brochure](#) for more information.

Lobbyist Expenditures by Principals

Search all expenditures made by a principal as reported by the associated lobbyist making the expenditure. A lobbyist principal is any person, business entity, religious organization, nonprofit corporation or association who employs, contracts for pay, or otherwise compensates a lobbyist. Lobbyists are required to report expenditures on behalf of certain public officials.



Lobbyist Renewal Reminders

- Lobbyist renewal period begins Dec 1, 2014 and runs through Jan 5, 2015.
- All lobbyists must renew their registration and pay a \$10 registration fee.
- Lobbyists who fail to renew by Jan 5 will be terminated retroactive to Dec 31, 2014. (Must re-register within 5 days of lobbying activity).

Advisory Opinion: The Commission recently released a new advisory opinion regarding lobbyist and lobbyist expenditures, view @ <http://mec.mo.gov/Scanned/PDF/Opinions/463.pdf>

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MEC raises money for charity...

MEC staff engaged in a game of Penny Wars to raise money for the Mo State Employees Charitable Campaign.



Total money raised was **\$213.51** with \$56.90 going to the winning team's charity of [Make-A-Wish Foundation](#) and the remaining sum of \$156.61 going to [Alex's Lemonade Stand Foundation](#) for childhood cancer research.



Training News

We are winding down our training for the 2014 election cycle and have just a few webinars left.

Oct 7, 10 am—Record-Keeping
Oct 9, 10 am—Reporting

Register @ <http://bit.ly/Vd0y0E>. Don't forget that we also have a number of other resources on our website to assist you @ <http://on.mo.gov/YDwqDZ>.

We are discussing ideas for new training opportunities for 2015, be sure and keep watching our website and your emails for details.



Q: Can a campaign finance committee pay legal fees for post-election litigation or recounts?

A. No, §130.034 RSMo, defines allowable uses of Campaign Finance contributions. For additional information related to payment of legal fees by a committee, refer to [Contribution Uses & Legal Fees flyer and Advisory Opinions](#) on our website.

Don't forget...the **October Quarterly Report** is due from all committees October 15th.